COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the HQ AETC Publishing WWW site at http://www.aetc.randolph.af.mil/im. If you lack access, contact your base publishing manager.

AFI 33-360, Volume 1, 6 May 2002, is supplemented as follows:

This supplement implements AFI 33-360, Volume 1, *Publications Management Program*. It applies to all Air Education and Training Command (AETC) personnel who prepare, manage, review, certify, approve, or use standard publications. It does not apply to Air Force Reserve Command (AFRC) and Air National Guard (ANG) units. Base-level publications managers must send an electronic copy of their supplement to HQ AETC/SCMY (Command Publishing Manager). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. Maintain and dispose of records created as a result of processes prescribed in this publication according to AFMAN 37-139, *Records Disposition Schedule.*

For the purpose of this publication, references to "command" publications include 19th Air Force (19 AF) and Air Force Recruiting Service (AFRS) publications.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This revision incorporates the responsibilities and procedures formerly in AFI 37-160, Volume 1/AETC Sup 1, *The Air Force Publications and Forms Management Programs—Developing and Processing Publications*; AFI 37-160, Volume 4/AETC Sup 1, *Air Force Periodicals and Nonrecurring Periodicals*; AFI 37-160, Volume 5/AETC Sup 1, *Guide for Proponents of Air Force Publications*; and AFI 37-160, Volume 6/AETC Sup 1, *Numbering Publications*, into one supplement. It updates the publication in its entirety. It establishes a requirement for base publications managers to designate official online electronic publications and forms libraries (paragraph 1.7.1.1); authorizes delegation of approving authority (paragraph 1.12.2); adds a sample title page heading for a field unit publication (Figure 2.1 [Added][AETC]); expands guidance on operating instructions (OI) (paragraph 2.2.8.2); establishes handling procedures, to include an information copy to publishing function, for policy

messages and memorandums (paragraph 3.2); adds guidance in determining applicability to the Air Force Reserve Command (paragraph 3.8.1); deletes requirement for a paper copy double-spaced draft (paragraph 3.23.1.1); establishes guidance for supplements not requiring change after revision of the basic publication (paragraph 3.45.5.2); establishes the AETC preferred method of rescinding a publication (paragraph 3.49.1); adds requirement for a summary of revisions for all revised publications (paragraph 3.51); defines flight crew information files (FCIF) (paragraph 3.53.6); authorizes field units to use AETC Form 446, **Flight Crew Information File**, as a notification document (paragraph 3.54.1.2); expands guidance on newsletters (paragraphs 3.56, 3.57); establishes annual review cycle for command and base-level publications (paragraph 3.66); adds announcing rescinded publications on the Electronic Publications and Forms Library page (paragraph 3.66.1 [Added]); establishes guidance for numbering OIs (paragraph 6.3.1); authorizes posting FCIFs and policy memorandums and messages (paragraph 7.9.1); and includes an example of how to post publications (Figure 7.2 [Added][AETC]).

1.1.3. AETC customers can determine the currency and authenticity of information via product announcements and indices posted to the AETC Web site <http://www.aetc.randolph.af.mil/im>.

1.5.1.1. AETC supplements to Air Force regulations and manuals remain in effect until they are rescinded or superseded by other publications. AETC regulations (AETCR) and manuals (AETCM) remain in effect until they are rescinded or superseded by other publications.

1.6. The office of primary responsibility (OPR) should coordinate proposed guides, handouts, and similar documents with HQ AETC/SCMY (Command Publishing Manager) *before* production to ensure the material is published in the proper medium. See paragraph 3.2 of the basic instruction and as supplemented for information on policy memorandums.

1.7.1.1. Field unit publications and forms offices must send a memorandum designating the unit's official site to HQ AETC/SCMY, ATTN: Command Publishing Manager, 61 Main Circle Ste 2, Randolph AFB TX 78150-4545.

1.9. The AETC Commander approves AETC policy directives (AETCPD). OPRs revising AETCPDs must staff revisions, including interim changes (IC), through the AETC Commander for approval. For other categories of command publications, the director of staff, directors, deputy directors, chiefs of special staff, and deputy chiefs of special staff are designated as approving authorities (AF Form 673, **Request to Issue Publication**, block 20) for those publications (including ICs) that pertain to their functional area. (*EXCEPTION:* For 19 AF and AFRS publications, the approving authority is the 19 AF Commander or Vice Commander and the AFRS Commander or Vice Commander.)

1.11. AETC certifying officials for command publications are, at a minimum, at the division level.

1.12. The command publishing manager is located in HQ AETC/SCMY.

1.12.1. Flight chiefs and personnel responsible for publishing functions reporting directly to this headquarters send a memorandum with the required information, to include the defense switched network (DSN) facsimile (fax) number, to HQ AETC/SCMY, ATTN: Command Publishing Manager, 61 Main Circle Ste 2, Randolph AFB TX 78150-4545. Submit changes as they occur.

1.12.2. Field unit commanders may establish levels of certifying and approving authorities for unit publications.

1.13.1. For command publications, OPRs consult with HQ AETC/SCMY (Production Management) before developing or revising a publication or form. For field unit publications, OPRs consult with the base publications manager. Also see paragraphs 3.4.7.4, 3.4.7.5, 3.4.9, 3.4.10.1, 3.4.10.2, 3.4.16, and 3.17 of this supplement for additional coordination requirements.

1.13.2. Also see the AETC supplement to AFI 33-360, Volume 2, *Forms Management Program,* for

information on AETC forms requirements and standards.

1.13.13. At AETC, the same level of authority that certifies a publication signs a memorandum or sends an e-mail to HQ AETC/SCMY to transfer responsibility of a publication to another OPR. If the receiving OPR is outside the directorate of the transferring OPR, the receiving directorate's certifying official endorses the memorandum or e-mail to show acceptance and sends it to HQ AETC/SCMY.

1.13.14. HQ AETC/SCMY maintains the official record sets for command standard publications. At field units, the publishing function maintains the official record sets. OPRs maintain the official record sets for specialized publications.

1.15.8. For command publications, OPRs contact HQ AETC/SCMY (Production Management) for an editable text file.

2.1. AETC publications consist of the same types of publications as the departmental publications listed in paragraphs 2.2 and 2.3 of the basic instruction. Organizations reporting directly to this headquarters issue publications that affect more than one organization or the general population at the highest level. For example, field units, such as 19 AF, may issue publications unique to their operations. However, if the publication contains command policy or procedures, such as the flying training program or technical training program, then a command publication is published. *NOTE:* Field units are not authorized to publish command publications though they may be tasked, through channels, by HQ AETC staff functional OPRs to write publications.

2.2.1. HQ AETC directorates, special staff offices, and equivalent levels at field units may issue policy directives (PD), as required; however, do not publish a PD when an existing higher headquarters PD addresses the policy. You may not supplement command PDs. Apply the instructions in the basic publication to this supplement when preparing PDs. *NOTE:* The AETC Commander approves AETCPDs; the highest level of authority, such as the wing commander, approves field unit PDs.

2.2.4. See Figure 2.1 (Added)(AETC) for an example of a field unit publication title page heading.

Figure 2.1. (Added)(AETC) Example Title Page Heading for Field Unit Publication.

BY ORDER OF THE COMMANDER   *RANDOLPH AFB INSTRUCTION 90-201*
12TH FLYING TRAINING WING (AETC)   *31 OCTOBER 2002*

Insert
Unit
Seal

Command Policy

WING INSPECTION PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

2.2.8.1. AETC does not publish headquarters operating instructions (HOI).

2.2.8.2. Guidance contained in an operating instruction (OI) applies only to that organizational element; that is, guidance cannot cross functional lines. For example, if a branch publishes an OI, the guidance contained in that OI applies only to personnel in that branch. Designate OIs with the office symbol (DPOI 36-1), abbreviated organization level (DOI 36-1), or title of organization (Personnel OI 36-1). For OIs, select the appropriate series and assign a control number. Start control numbers with the Arabic

number 1 for each series. The OPR determines the title of the OI based on the overall content. Format OIs in the same manner as an instruction. The chief of the organizational element signs the OI. Use the AF Form 673 to coordinate OIs. Maintain record sets for OIs according to Attachment 2 of the basic instruction, as applicable. See Figure 2.2 (Added)(AETC) and Figure 2.3 (Added)(AETC) for examples of OI title page headings.

Figure 2.2. (Added)(AETC) Example Title Page Heading for a Directorate Operating Instruction.

COMMUNICATIONS AND INFORMATION DIRECTORATE   *SCOI 31-1*
AIR EDUCATION AND TRAINING COMMAND   *31 OCTOBER 2002*
RANDOLPH AFB TX 78150-4545
 	
                                                                Security
 	
                    DIRECTORATE INFORMATION SECURITY PROGRAM
 	
            COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

Figure 2.3. (Added)(AETC) Example Title Page Heading for a Branch Operating Instruction.

MULTIMEDIA AND PUBLISHING BRANCH   *BOI 33-3*
AIR EDUCATION AND TRAINING COMMAND   *31 OCTOBER 2002*
RANDOLPH AFB TX 78150-4545
 	
                                    Communications and Information
 	
                          BRANCH PUBLISHING PROCEDURES
 	
            COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

2.2.9.1. At AETC, these publication types are listed in the AETC Index 2 (AETCIND 2), *Numerical Index of Standard and Recurring AETC Publications, AETC Computer Systems Manuals, 19 Air Force and HQ AFRS Publications*, Section E.

2.3.2. AETC will continue to publish indices. Publications managers will publish a numerical index of standard publications (Index 2) at least annually and send an electronic copy to the command publishing manager.

2.3.8. AETC does not require a prescribing directive for a visual aid (VA).

2.3.8.1. For a proposed permanent VA, explain the purpose, send a rough sketch or ideas, and a completed AF Form 673 to HQ AETC/SCMY.

2.3.9. Recruiting groups and squadrons and similar separate activities may issue an activity bulletin comparable to a base bulletin to disseminate information to subordinate activities. Waivers to publish bulletins in other functional areas are not granted.

2.3.9.1. The following guidance applies to issuing bulletins in AETC:

2.3.9.1.1. (Added)(AETC) Local area network bulletin boards do not replace the official base bulletin. Network bulletin boards are for informational purposes only.

2.3.9.1.2. (Added)(AETC) Publications managers periodically announce bulletin-publishing policies in the base bulletin.

2.3.9.1.3. (Added)(AETC) Publish bulletins as often as necessary to disseminate official information. Bulletin notices expire in 90 days unless sooner rescinded or superseded. Only active duty or retired military personnel, Department of Defense, or other federal government employees and their immediate family members may place sale, lost and found, or wanted notices in the bulletin. The flight chief has the authority to refuse to publish any item considered inappropriate, controversial, or contrary to Air Force or command policy.

2.3.9.1.4. (Added)(AETC) To publish information in the bulletin, send a copy of the notice, by memorandum or e-mail (except as noted in paragraph 2.3.9.1.6), to the designated flight. Begin notices or items for publication with a short, descriptive title that clearly represents the content of the notice. The local flight establishes the deadline for submitting information. Do not develop or use local forms for submitting bulletin notices.

2.3.9.1.5. (Added)(AETC) On official notices, include the responsible official's name, grade, office symbol, and telephone number in the last line of the notice. Normally, official notices are published in only one issue of the bulletin. The base-level publications manager may authorize exceptions. To request an exception, submit the notice and cite the directive and paragraph requiring more than one announcement or otherwise substantiate the requirement.

2.3.9.1.6. (Added)(AETC) At local option, bulletins may contain unofficial notices such as announcements and other information of interest to assigned personnel; advertisements such as lost and found, for sale, or wanted items; and illustrations to advertise base programs. Unofficial notices are published on a space-available basis.

2.3.9.1.7. Base bulletins may advertise private housing sales or rentals provided the housing referral office approves the advertisement as nondiscriminatory. Any commercial enterprise advertisement is prohibited.

3.1. For command publications, contact HQ AETC/SCMY (Production Management) for guidance before beginning your publication.

3.2. Establish the expiration date in the last sentence of a policy memorandum or message. For example, "This policy memorandum (or message) expires 30 March 2002." For command policy memorandums or messages, the OPR must send an information copy to AETC SCMY WEB <aetc.scmyweb@randolph.af.mil> for placement on the AETC Publications and Forms Library (AETC Policy Memos) Web site. For field units, the base publications manager establishes local procedures.

3.4.7.4. For command publications that collect information that requires licensing (reports control symbol [RCS]), the OPR coordinates with HQ AETC/SCMC. For field units, coordinate with the base records management office.

3.4.7.5. HQ AETC OPRs coordinate with HQ AETC/SCMC. At field units, OPRs coordinate with the base records management office.

3.4.9. At HQ AETC, coordinate Freedom of Information Act (FOIA) issues with HQ AETC/SCMC. Field unit OPRs coordinate with the base records management office.

3.4.10.1. Consult HQ AETC/SCMC for proper wording of the Privacy Act (PA) warning statement used

for command publications and forms. Field unit OPRs consult with the base records management office. For a supplement to a publication without a PA warning statement, place the PA warning statement in a separate, unnumbered paragraph following the leadline.

3.4.10.2. HQ AETC OPRs coordinate publications and forms that require collection or maintenance of PA information with HQ AETC/SCMC. For field unit publications and forms, OPRs coordinate with the base records management office.

3.4.16. Coordinate command publications that prescribe reports with HQ AETC/SCMC. HQ AETC/SCMC determines if the report is assigned an RCS. At field units, the base records management office makes this determination.

3.8.1. In AETC, if the OPR is unsure of applicability, contact HQ AETC/CCR for assistance in making this determination. If the OPR believes the publication applies, follow the guidance in the basic instruction. Additionally, send a courtesy copy of the draft publication to HQ AETC/CCR if that office has not previously reviewed the publication.

3.9.1. An OPR must coordinate his or her publication with the Air National Guard (ANG). The ANG determines applicability—not the OPR. In AETC, OPRs send the electronic draft publication, in Microsoft® (MS) Word®, to HQ AETC/CCG. HQ AETC/CCG forwards the publication to the appropriate ANG office for coordination.

3.11. HQ AETC/SCMY (Production Management) assigns numbers for command publications.

3.13. If you use other means to coordinate your publication, attach a copy of that document to the original AF Form 673. The original AF Form 673 must have the signatures of the certifying and approving authorities.

3.14. If you use electronic coordination, OPRs must attach a copy of the e-mail or fax showing concurrence or nonconcurrence, and any comments, to the original AF Form 673. Because this method allows the OPR to assume the authenticity of the sender, the concurrence or nonconcurrence and comments of the coordinator must be contained in the electronic document received by the OPR.

3.17. For command publications, OPRs coordinate the initial publication and each revision with all offices having a technical or functional interest in its contents. *NOTE:* Coordinate publications with HQ AETC/DS **only** when the guidance directly impacts HQ AETC/DS or when AETC/CC or AETC/CV coordination or approval is required.

3.18.1. OPRs of command publications may require prepublication approval of field unit supplements. State such a requirement in the purpose statement of the publication.

3.21.2. Submit a completed DD Form 67, **Form Processing Action Request**, along with the draft of the new or revised form to HQ AETC/SCMY, according to AFI 33-360, Volume 2/AETC Sup 1.

3.23.1. HQ AETC/SCMY provides editing services to command, 19 AF, and Air Force Recruiting Service OPRs of standard publications. For assistance, contact HQ AETC/SCMY.

3.23.1.1. Consult the AETC Electronic Pubs & Forms Web Site (http://www.aetc.randolph.af.mil/im) for specific procedures on submitting command publications for publishing. For final processing of draft publications, provide HQ AETC/SCMY the following documents: (*NOTE:* See paragraph 2.3.8.1 of the basic instruction and this supplement for information on processing VAs.)

3.23.1.1.1. (Added)(AETC) An original, completed, and signed AF Form 673 with a copy of each additional AF Form 673 or other document used in coordination, if obtained in the course of the coordination process.

3.23.1.1.2. (Added)(AETC) The background file, including documents relating to the development, coordination, and issuance of the publication, and other actions such as exemptions, waivers, etc.

3.23.1.1.3. (Added)(AETC) An original copyright release, if required. Paragraph 3.4.14 of the basic instruction explains how to obtain a copyright release.

3.23.1.1.4. (Added)(AETC) An original, completed, and approved AF Form 130, **Application for Approval of Report,** if a report is prescribed.

3.23.1.1.5. (Added)(AETC) An electronic file of the proposed publication with separate files of any forms and graphics contained in the document. Prepare the file as specified in Attachment 4, section A4G, of the basic instruction. To facilitate the application of a markup language, make sure the MS Word file is free of any hidden special codes or other special MS Word features. For example, use the table feature to prepare tables; do not use the space bar or the tab key to set up tabular material; etc. For specific questions contact HQ AETC/SCMY (Production Management Section).

3.23.1.2. Ensure publications refer to and place tables, figures, and attachments in numerical sequence.

3.24. List both prescribed and adopted forms in Section III of AF Form 673. To distinguish between prescribed and adopted, annotate the adopted forms by placing "(A)" after the form number.

3.24.2. Do not include blank forms in AETC command or unit publications. Fill in the form according to the guidance in paragraph 3.31.2 of the basic instruction.

3.24.3. For command publications, OPRs should contact HQ AETC/SCMY (Production Management) as soon as the need for a new or revised form is known.

3.43.3.1. AETC uses the F method for distributing most publications.

3.45.5. HQ AETC/SCMY notifies OPRs to submit updated command supplements within 120 calendar days; for field units, the publications manager notifies OPRs.

3.45.5.1. For command publications, HQ AETC/SCMY (Production Management) marks the electronic version of holdover supplements. For field units, the base publications manager is responsible for ensuring holdover supplements are marked. Mark all holdover supplements within 30 days of the date of issue of the new basic publication.

3.45.5.2. (Added)(AETC) Supplements Not Requiring Change After Revision of the Basic Publication. If a change to the basic publication does not affect the text of the supplement, revise only the following elements: date of the supplement; basic publication and date in the leadline; OPR, if applicable; superseded publication and date in the supersession line; and attachment numbers, if applicable. You may also update office symbols and certifying and approving authorities, if necessary.

3.45.5.2.1. (Added)(AETC) The OPR provides HQ AETC/SCMY a new AF Form 673 completed with revised information. The OPR ensures Section II, block 16, contains a statement in bold, uppercase print that identifies the revised elements. This statement also certifies the accuracy of the revisions; for example, **"THE ONLY REVISIONS REQUIRED IN THIS SUPPLEMENT ARE IN THE DATE LINE, LEADLINE, SUPERSESSION LINE, AND ATTACHMENTS. OFFICE SYMBOLS, OPR NAME, AND CERTIFYING AND APPROVING AUTHORITIES WERE ALSO UPDATED. I CERTIFY THIS IS A TRUE AND ACCURATE STATEMENT."** The OPR signs and dates the statement and verifies the AF Form 673 contains the approving authority's name, signature, and date of signature (blocks 20, 21, 22). *NOTE:* Coordination requirements are waived.

3.45.5.2.2. (Added)(AETC) Publishing personnel make the designated revisions and insert a banner statement, in bold, italicized print two lines below the last line of text in the header, identifying the specific elements revised; for example, *"The basic publication has changed; however, the only*

revisions required in this supplement were made in the date line, OPR line, leadline, supersession line, attachment numbers, and certifying and approving authorities." Create a new record set and include copies of the previous AF Form 673 and DD Forms 67. Place the file folder containing the superseded supplement and supporting documentation in the inactive file. Follow the organization's routine publishing procedures to make the current supplement available to customers.

3.47. For command publications, OPRs provide HQ AETC/SCMY the waiver to file in the record set.

3.49.1. In AETC, the preferred method of rescinding a publication is to submit an AF Form 1382, **Request for Review of Publication and/or Form(s),** or comparable product. This guidance applies to rescinding a publication during the annual review cycle or to an out-of-cycle rescission. See paragraph 3.66 of the basic instruction and this supplement for guidance on rescinding a publication during the review cycle.

3.51. A summary of revisions is required for all revised publications. *EXCEPTION:* A summary of revisions is optional for OIs.

3.52. To ensure version control, AETC OPRs must process changes to publications through HQ AETC/SCMY (Production Management). Field unit OPRs must process changes through the base publications manager.

3.53.6. (Added)(AETC) Flight Crew Information Files (FCIF). FCIFs are messages and directives of a temporary nature directly pertinent to the safe conduct of flight, designated by the major command (MAJCOM) director of operations or the operations group commander (as required) to be read before flight. For general information on FCIFs and for processing procedures, consult AFI 11-202, Volume 2, *Aircrew Standardization/Evaluation Program,* and its AETC supplement.

3.54.1.2. Field units are authorized to use AETC Form 446, **Flight Crew Information File,** as the notification document for the IC.

3.54.3. HQ AETC/SCMY (Production Management) provides this service for HQ AETC, 19 AF, and AFRS OPRs. Notify HQ AETC/SCMY immediately if you receive an IC or message issued by unauthorized means.

3.56. AETC unit commanders may approve the publication of low-cost newsletters. Commanders will ensure the total annual cost of a newsletter is less than $25,000; the content represents official business of the government; and the format is appropriate. Low-cost newsletters are exempt from reporting, numbering, and formatting requirements. (See Attachment 1, Terms, of the basic instruction for the definition of newsletter periodicals.)

3.56.2.5. (Added)(AETC) Personal or social information unrelated to family readiness or unit esprit such as commercial ventures or private organizations having no relationship to the military unit.

3.57. Examples of permissible newsletters include safety, civilian personnel, family support center, retiree affairs, or unit newsletters. Subject matter must relate to official business. That is, content must relate to unit mission and readiness, including family readiness; it may be educational in nature, designed to promote informed, self-reliant service members and families; and it may include information regarding service members and families that promotes unit cohesion and helps strengthen ongoing esprit among family members in the unit. Family readiness functions encompass gatherings that may include refreshments and unrelated topics or entertainment. Thus, unit newsletters may welcome new members, recognize departing members, and publicize significant unit or official personal recognitions, including completion of training, professional military education, off-duty education, promotion, presentation of awards, team accomplishments, retirements, and other mission- and morale-related subjects as determined by the commander. *NOTE:* Newsletter periodicals cannot contain personal or social
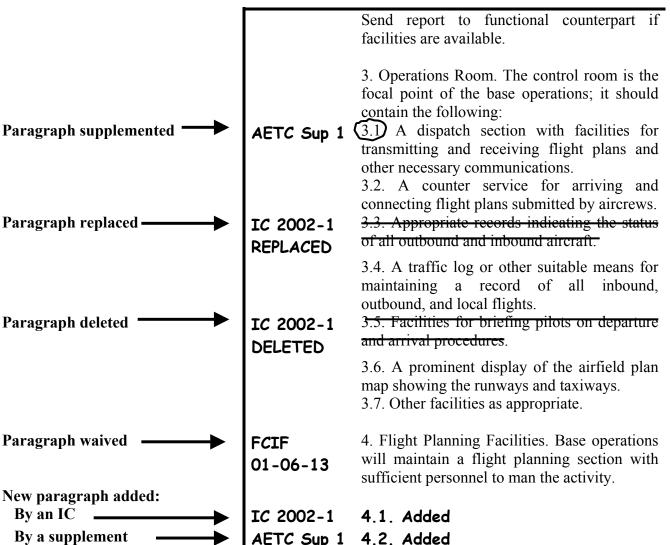
information, such as commercial ventures or private organizations, having no relationship to the military unit.

3.64. Follow the procedures in paragraph 1.13.13 of this supplement to transfer responsibility of a publication from one OPR to another. No notification is required to transfer the record set because the publishing function already maintains the record sets of the standard publications it publishes.

3.66. In AETC, the headquarters, as well as the base publishing functions, will conduct reviews of publications every year in the anniversary month of the publications using AF Form 1382. To rescind a publication during the annual review, the OPR annotates the AF Form 1382 as required, signs it, and returns the form to the publishing function.

3.66.1. (Added)(AETC) HQ AETC announces rescinded publications under the heading "Pubs - What's New," located on the Electronic Publications and Forms Library page, adds rescinded publications to the list of obsolete publications in the AETCIND 2, and announces rescissions in the product announcement.

3.68. Notify the OPR and HQ AETC/SCMY of any revisions or ICs received to command publications issued by methods other than those prescribed in chapter 3 of the basic instruction.

3.70.2. If the specialized publication prescribes a form, contact the forms function.

3.71. For HQ AETC, obtain approval to create a special publications system from HQ AETC/SCMY (Command Publishing Manager). After approval, follow the procedures in paragraph 3.72 of the basic instruction to develop a prescribing directive for the specific system.

5.3.1. Send an information copy of requirements for standards development and adoption through channels to HQ AETC/SCMY.

6.3.1. All standard publications, except indices, OIs, and VAs, are numbered sequentially after the parent PD. For example, if the parent PD is numbered 33-1, the first AETC publication under this PD will be 33-101. Publications published under the same parent PD thereafter will be numbered 33-102, 33-103, 33-104, etc. For OIs and VAs, select the appropriate series and assign a control number. Start control numbers with the Arabic number 1 for each series. For command publications, HQ AETC/SCMY assigns control numbers. The base publications manager assigns control numbers for field unit publications.

7.6.1. (Added) (AETC) Posting Indices. If you maintain an index for a publications library, post the index using the following procedures:

7.6.1.1. (Added)(AETC) Insert a plus (+) in front (left margin) of listed publications being maintained.

7.6.1.2. (Added)(AETC) Insert a minus (-) in front of listed physical publications pending receipt.

7.6.1.3. (Added)(AETC) Post emergency message change (EMC) and IC change numbers (such as IC 2002-1, C1) next to the publication number being changed--between the lines if possible.

7.6.1.4. (Added)(AETC) Add new publications to the listing. When there is not enough space to write between the lines, use a horizontal line to the point of the caret. Start with "1" on each page. Number each caret and write the corresponding number and entry at the top of the page. If all available space on a page is used, post on a blank sheet of paper.

7.6.1.5. (Added)(AETC) To indicate a publication is under revision, enter "UR" and show the product announcement number in the left margin.

7.6.1.6. (Added)(AETC) When revisions are received, change the date of the basic publication and line out all change numbers.

7.6.1.7. (Added)(AETC) If an item is superseded or rescinded, draw a line through the entire entry and indicate in the left margin the authority for deleting the publication.

7.9.1. If the decision is not to post each single entry, alert users by entering a comment (such as "see IC 2002-X") on the front page, top margin of the publication being changed. For large publications that frequently change, you may keep a record of the changes on a separate sheet of paper and file it behind the appropriate volume, part, or chapter. Posting FCIFs and policy memorandums or messages is optional. If the decision is to post policy memorandums or messages, write in the authority/originator (for example, HQ AETC/SCM Memo) and date. File FCIFs and policy memorandums or messages behind any EMCs or ICs by the date issued with the most recent change as the last item. (*NOTE:* Posting may be done in any color or medium as long as posting marks can be easily erased to update posting marks.)

7.9.6. (Added) (AETC) See Figure 7.2 (Added)(AETC) for an example of how to post publications.

Figure 7.2. (Added)(AETC) Example of How to Post Publications.

		Send report to functional counterpart if facilities are available.
		3. Operations Room. The control room is the focal point of the base operations; it should contain the following:
Paragraph supplemented →	AETC Sup 1	(3.1) A dispatch section with facilities for transmitting and receiving flight plans and other necessary communications.
		3.2. A counter service for arriving and connecting flight plans submitted by aircrews.
Paragraph replaced →	IC 2002-1 REPLACED	~~3.3. Appropriate records indicating the status of all outbound and inbound aircraft.~~
		3.4. A traffic log or other suitable means for maintaining a record of all inbound, outbound, and local flights.
Paragraph deleted →	IC 2002-1 DELETED	~~3.5. Facilities for briefing pilots on departure and arrival procedures.~~
		3.6. A prominent display of the airfield plan map showing the runways and taxiways. 3.7. Other facilities as appropriate.
Paragraph waived →	FCIF 01-06-13	4. Flight Planning Facilities. Base operations will maintain a flight planning section with sufficient personnel to man the activity.
New paragraph added:		
By an IC →	IC 2002-1	4.1. Added
By a supplement →	AETC Sup 1	4.2. Added

7.16.3.1. AF Form 130, **Application for Approval of Report**, AF Form 673, **Request to Issue Publication**, AF Form 1382, **Request for Review of Publication and/or Form(s)**, DD Form 67, **Form Processing Action Request**, and AETC Form 446, **Flight Crew Information File**.

NOTE: **The following are added to Attachment 1:**

References (Added)(AETC)

AETCIND 2, *Numerical Index of Standard and Recurring AETC Publications, AETC Computer Systems Manuals, 19 AF Publications and HQ AFRS Publications*

AFI 11-202, Volume 2, *Aircrew Standardization/Evaluation Program,* and its AETC supplement

AFI 33-360, Volume 1, *Publications Management Program*

AFI 33-360, Volume 2/AETC Sup 1, *Forms Management Program*

AFI 37-160, Volume 1/AETC Sup 1, *The Air Force Publications and Forms Management Programs— Developing and Processing Publications*

AFI 37-160, Volume 4/AETC Sup 1, *Air Force Periodicals and Nonrecurring Periodicals*

AFI 37-160, Volume 5/AETC Sup 1, *Guide for Proponents of Air Force Publications*

AFI 37-160, Volume 6/AETC Sup 1, *Numbering Publications*

Abbreviations and Acronyms (Added)(AETC)

19 AF—19th Air Force

AETC—Air Education and Training Command

AETCM—Air Education and Training Command manual

AETCPD—Air Education and Training Command policy directive

AETCR—Air Education and Training Command regulation

AFRS—Air Force Recruiting service

DSN—Defense Switched Network

FAX—facsimile

FCIF—flight crew information file

MS—Microsoft

A2.1. HQ AETC/SCMY maintains the official record sets for the command publications it publishes.

A2.1.9. (Added)(AETC) A copy of any IC or EMC, including supporting documentation, issued for the publication. Place the IC two-letter approval document, IC notification message, and incorporated publication in one folder directly behind the basic publication folder. This becomes the official record set for the publication and remains active until the publication is completely revised, rescinded, or superseded by another publication.

A3.11. For command publications, obtain an RCS number from HQ AETC/SCMC.

A4.1. For additional guidance on preparing drafts, refer to http://www.aetc.randolph.af.mil/im.

A4.5. A summary of revisions is optional for OIs.

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